



SOLICITOR / PEDDLER PERMIT REQUIREMENTS & INSTRUCTIONS



****IT IS THE RESPONSIBILITY OF THE APPLICANT TO READ AND
UNDERSTAND THE TOWN OF EASTON, CT ORDINANCE:
CHAPTER 379 PEDDLING AND SOLICITING****

**PLEASE FOLLOW THE STEPS BELOW TO SUBMIT AN APPLICATION FOR A
SOLICITOR / PEDDLER PERMIT**

1. Online Pre-Enrollment with the State of Connecticut:

- Contact the Easton Police Department to obtain the Service Code for Town Solicitor Permit (exclusive to the Easton Police Department) at (203) 268-4111.
- Go to <https://ct.flexcheck.us.idemia.io/cchrspreenroll>
- Enter Service Code
- Complete the Pre-Enrollment process as required (see attached Connecticut Criminal History Request Fingerprint Service Code Form for additional details.)
- Have your credit card readily available for the State fee.
- After successfully completing the Pre-Enrollment process, an e-mail will be sent to you with your **Applicant Tracking Number (ATN)**. **You must bring this e-mail to your fingerprint appointment.**

2. Schedule your Fingerprint Appointment by calling the EPD at (203) 268-4111:

- Fingerprinting Hours:
 - Tuesday 2:00 PM – 9:00 PM
 - Thursday 8:30 AM – 3:30 PM

3. Items you MUST have at your fingerprint appointment and application submission: Failure to have any of the items required will make your application incomplete and you will not be fingerprinted.

- ✓ FULLY COMPLETED APPLICATION, SIGNED AND NOTARIZED
- ✓ APPLICANT TRACKING NUMBER (ATN) REGISTRATION CONFIRMATION E-MAIL
- ✓ SIGNED FBI PRIVACY ACT STATEMENT FORM
- ✓ 2 RECENT PASSPORT PHOTOS
- ✓ APPLICANT'S VALID DRIVERS LICENSE

EASTON POLICE DEPARTMENT
700 MOREHOUSE ROAD
EASTON, CT 06612
(203) 268-4111

TOWN OF EASTON, CT
225 CENTER ROAD
EASTON, CT 06612
(203) 268-6261



SOLICITOR / PEDDLER PERMIT REQUIREMENTS & INSTRUCTIONS

- ✓ EMPLOYMENT VERIFICATION LETTER ON COMPANY LETTERHEAD FROM APPLICANT'S SUPERVISOR OR AUTHORIZED COMPANY REPRESENTATIVE
 - ✓ WHEN APPLICABLE, THE APPLICANT MUST PROVIDE THE FOLLOWING:
 - COPY OF A VALID HEALTH DEPARTMENT CERTIFICATE NOT TO EXPIRE BEFORE THE LENGTH OF THE PERMIT BEING REQUESTED.
 - IF THE COMPANY IS OUT OF STATE, A COPY OF CERTIFICATE OF GOOD STANDING FROM THE SECRETARY OF THE STATE PROVIDING THAT THE COMPANY IS QUALIFIED TO CONDUCT BUSINESS IN THE STATE OF CONNECTICUT.
 - ✓ A BANK CHECK PAYABLE TO THE EASTON POLICE DEPARTMENT OR CASH FOR THE FOLLOWING FEES:
 - \$50 FOR PROCESSING APPLICATION, AND
- THE TYPE OF PERMIT BEING REQUESTED:
- \$100 FOR 30 DAY PERMIT
 - \$150 FOR 60 DAY PERMIT
 - \$200 FOR 90 DAY PERMIT

THE APPLICANT WILL BE NOTIFIED WHEN THE APPLICATION HAS BEEN APPROVED OR DENIED

- THE APPLICANT WILL HAVE 15 DAYS TO PICK-UP THE PERMIT ONCE NOTIFIED.
- THE APPLICANT MUST CARRY THE PERMIT AT ALL TIMES WHEN SOLICITING IN THE TOWN OF EASTON.

Requesting Entity: _____

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE
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This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: _____

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.**¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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This document must be retained by the Entity.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Call EPD for Solicitor Service Code (203) 268-4111

Connecticut Criminal History Request System
Fingerprint Service Code Form

Service Name:

To register for your fingerprints to be taken, please visit
<https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following
Service Code:

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System
PreEnrollment

SUCCESS. Your Pre-Enrollment has been submitted.

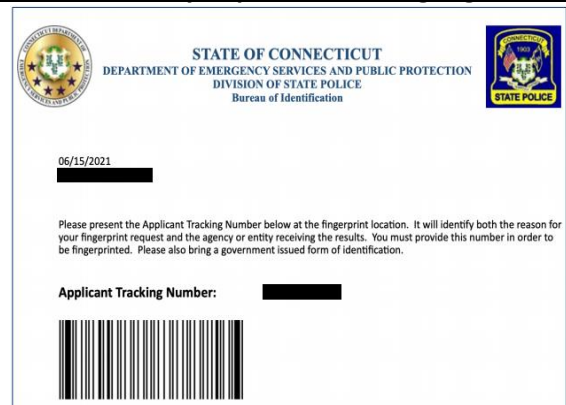
You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: 21T0001085

BEAR, TEDDY RAWR
DOB: 12/25/1950

It is required to have the applicant tracking number (above) at the time of fingerprinting.
Business Operations: 06/15/2021 10:03




STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Bureau of Identification

06/15/2021

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]





TOWN OF EASTON, CONNECTICUT POLICE DEPARTMENT



SOLICITOR PERMIT APPLICATION

PERMIT _____ **30 DAY** _____ **60 DAY** _____ **90 DAY** _____

Date: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE ZIP: _____

NATURE OF BUSINESS: _____

BUSINESS LICENSE #: _____

INSURANCE NAME: _____ **POLICY #:** _____

NAME OF SUPERVISOR: _____ **PHONE #:** _____

APPLICANT'S FULL NAME: _____

PERMANENT ADDRESS: _____

CITY, STATE ZIP: _____

CONTACT PHONE #: _____ **EMAIL ADDRESS:** _____

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** _____

DRIVER'S LICENSE / STATE ISSUED ID #: _____

Height: _____ **Weight:** _____ **Eye Color:** _____ **Hair Color:** _____

Vehicle Make	Model	Year	Color	State	License Plate #

Please add separate page(s) if necessary, to answer each question to the fullest extent.

Have you ever been denied a license/permit to solicit and/or has such a license/permit ever been revoked? No Yes

If "Yes", Where and Why: _____

Have you ever been arrested? No Yes

If "Yes", list Date(s), Location(s), Charge(s), and Details: _____

Have you ever been convicted of any Felony or Misdemeanor Crime? No Yes

If "Yes", list Date(s), Location(s), Charge(s), and Disposition(s): _____

PLEASE READ EACH STATEMENT AND INITIAL ACKNOWLEDGMENT

I hereby agree by signing this document that a background check may be conducted, and any checks necessary to determine suitability of obtaining a solicitor permit within the Town of Easton, CT.

I hereby certify that all the information contained herein is true and correct to the best of my knowledge.

I understand any false or omission of information is ground for immediate denial or revocation of permit.

SEC. #53A-157. FALSE STATEMENT: CLASS A MISDEMEANOR.

(a) A person is guilty of False Statements when he/she intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he/she does not believe to be true and which statement is intended to mislead a public servant in the performance of his/her official function.

(b) False Statements is a class A Misdemeanor. The penalty for Class A Misdemeanor is imprisonment for a term not to exceed one year, or a fine not to exceed \$1,000. Or both a fine and imprisonment. (Sections 53a-28(b), 53a-36, and 53a-42.)

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

My Commission Expires

Chapter 379 Peddling and Soliciting

§ 379-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

PEDDLER

Any person, firm or corporation, whether principal or agent, who or which goes from place to place within the Town of Easton selling, vending, or bartering any food, goods, wares, or merchandise on foot, from house to house, at organized events, or from any vehicle.

SOLICITOR

Any person, firm or corporation, whether principal or agent, who or which solicits orders for the sale of food, goods, wares, or merchandise for future delivery or for services to be performed in the future. This definition also includes any person, firm or corporation, whether principal or agent, who or which without invitation goes upon private property to request contribution of funds or anything of value or to sell goods or services for political, charitable, religious, or other noncommercial purposes.

§ 379-2 Permit required.

A.

It shall be unlawful for any person, firm or corporation to carry on the business of peddling or soliciting in the Town of Easton without having first applied for and received from the Chief of Police a permit to do so.

B.

The permit shall expire 90 days from the date issued, unless an earlier expiration date is noted on the permit.

C.

The permit shall be nontransferable.

§ 379-3 Application for permit.

Any person, firm or corporation desiring such a permit shall apply for one in writing to the Chief of Police, or his or her agent, on forms provided by the Town.

A.

Such application shall:

(1)

State the name and home and business address of the applicant;

(2)

State the name and address of the person, firm or corporation by whom or by which employed;

(3)

Provide a general physical description of the person, including weight, height, and color of hair and eyes;

(4)

Provide a brief description of the food, goods, wares, merchandise or services to be offered by the applicant;

(5)

Recite the specific dates, not to exceed 90 days, in which the applicant intends to sell, vend, barter or solicit orders in the Town;

(6)

Provide the applicant's state or federal tax identification number; and

(7)

List all convictions, if any, of the applicant upon any criminal charge.

B.

The applicant shall submit:

(1)

When applicable, a copy of a valid Health Department certificate enforceable for the same period of time as the requested permit;

(2)

When applicable, a copy of a certificate from the State Sealer of Weights and Measures indicating that all weights and measures used by the applicant in his or her business have been approved and stamped;

(3)

The application fee in the amount described in this chapter;

(4)

If the applicant or his or her employer is from out of state, a certificate of good standing from the Secretary of the State providing that the firm or corporation is qualified to conduct business in the State of Connecticut; and

(5)

Identifying information for the motor vehicle, including a copy of the registration thereof, if any, to be used by the applicant.

C.

Each applicant shall be fingerprinted and photographed, and any such fingerprints may, in the discretion of the Chief of Police, be sent to the Federal Bureau of Investigation and to the Connecticut State Police Investigation Department for further investigation.

D.

The signature on the application shall be witnessed by the Chief of Police, or his or her agent.

E.

The Chief of Police, or his or her agent, shall issue the permit within 15 days from the date a completed application is received by the Town.

(1)

If the Chief of Police finds the application to be in order, he or she shall endorse his or her approval on the application and shall deliver the required permit to the applicant.

(2)

The permit shall show the name, address and photograph of the permittee, the date of issuance, the date of expiration, and an identifying description of any vehicle to be used in carrying on the business for which the permit is issued.

F.

The Chief of Police, or his or her agent, may deny the application for any of the following reasons:

(1)

The location or time of the peddling and soliciting would endanger the public safety and welfare;

(2)

Investigation of the application reveals that false information has been provided;

(3)

There is no proof as to the authority of the applicant to serve as an agent of the principal;

(4)

The applicant has been denied a permit pursuant to this chapter within the past year, unless the applicant can establish to the satisfaction of the Chief of Police that the reasons for the denial no longer exist; or

(5)

The applicant has been convicted within the immediately preceding five years for a crime involving fraud, deceit, or misrepresentation.



§ 379-4 Hours of operation.

No person shall carry on the business of a peddler or solicitor within the Town of Easton between sunset and 9:00 a.m.



§ 379-5 Fees.

A.

The fee for each application submitted shall be \$50 or such other amount as may be established by the Board of Police Commissioners from time to time.

B.

The fee for each permit issued shall be:

(1)

For a permit to expire not more than 30 days from the date issued: \$100.

(2)

For a permit to expire not more than 60 days from the date issued: \$150.

(3)

For all other permits: \$200.



§ 379-6 Display of permit.

Such permit shall be carried at all times by the permittee when peddling or soliciting in the Town and shall be exhibited by a permittee whenever he or she shall be requested so to do by any police officer or any purchaser or prospective purchaser.



§ 379-7 Receipts for purchases.

All peddlers and solicitors shall give a written receipt for all orders taken within the Town, which receipt shall be signed and dated by the peddler or solicitor and shall set forth a brief description of the food, goods, wares, merchandise or services sold, the total purchase price thereof, and the amount of any payment received by the peddler or solicitor from the purchaser.



§ 379-8 Revocation of permit.

A.

Any such permit may be revoked by the Chief of Police after reasonable investigation for any of the following causes:

(1)

Violations by the permittee of any of the ordinances of the Town or any state or federal law;

(2)

Fraud, misrepresentation, or false statement contained in the application for a permit;

(3)

Fraud, misrepresentation, or false statement by the permittee in the course of conducting peddling or solicitation activities;

(4)

Conviction of the permittee for any crime involving moral turpitude;

(5)

Soliciting orders within 1,000 feet of any school grounds on days school is in session during the period commencing 1/2 hour before school is in session and ending 1/2 hour after the session terminates;

(6)

Peddling any articles of food, goods, wares, or merchandise from a permanent, temporary, or stationary stand, tent, vehicle or cart within the right-of-way of any Town or state road or highway; or

(7)

Acting in a manner prohibited by § 379-4, 379-6 or 379-7.

B.

Notice of revocation shall be given in writing, specifically setting forth the effective date of the revocation and the grounds for revocation. Such notice shall be mailed, postage prepaid, to the

permittee at his or her address as given in his or her application for a permit or as subsequently updated by the permittee.

C.

The permittee may appeal the decision to revoke to the Board of Selectmen by providing a written notice of appeal to the office of the First Selectman within 10 days of the date of mailing of the notice of revocation. The Board of Selectmen shall hear the complaint within 20 days from receipt of the appeal and shall issue a decision within five days thereafter. Notice of the date, time and place of the hearing shall be mailed to the permittee at the address given in his or her application or such updated address as may have been provided. The decision of the Board of Selectmen shall be final and binding on all parties.



§ 379-9 Exceptions.

The provisions of this chapter shall not apply to:

A.

Sales by farmers or gardeners of the produce of their farms and gardens.

B.

Peddlers or solicitors making visits upon invitation of the homeowner.

C.

Peddlers or solicitors making regular visits to serve business establishments.

D.

Pupils in the Easton or Joel Barlow public school system peddling or soliciting in connection with a fund-raising project approved by the local or regional board of education or school principal or a parent-teacher organization of the local or regional public school system.

E.

Participants in fund-raising events sponsored by local charitable, athletic, civic or religious nonprofit organizations.

F.

Any solicitation made upon the premises owned or occupied by an organization upon whose behalf the solicitation is made.

G.

Any communication by an organization soliciting contributions solely from persons who are members of the organization at the time of such solicitation.



§ 379-10 Penalties for offenses.

Any person, firm or corporation violating any of the provisions of this chapter shall, upon conviction thereof, be fined \$100 for each offense. Every day upon which such violation shall occur or upon which such violation shall continue shall constitute a separate offense.

A.

In addition, the permit of the peddler or solicitor shall be revoked in accordance with § **379-8** of this chapter.

B.

The Town, or any individual, may pursue any available civil remedies